

25X1A

19 January 59

MEMORANDUM FOR: Chief, [REDACTED] NEA Division
FROM : Chief, O & M Staff, DD/P Area
SUBJECT : Space and Equipment Inventory, NEA, [REDACTED]

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1. A space and equipment survey just completed in NEA [REDACTED] has shown that certain changes should be made to accomplish the following objectives:

- a) Eliminate that office equipment which is not being used;
- b) Insure that the placement of office equipment is such as to gain the maximum use of available floor space;
- c) Provide each person with the type of office equipment which best meets his particular needs;
- d) Reduce to a minimum the number of unoccupied seating spaces.

2. In light of the above objectives, therefore, it is recommended that the following changes be made:

- a) Room 2207
 - 1) Turn in one hall tree. There is a six position coat rack in this room.
 - 2) Turn in one 24"x36" table and replace with one secretarial desk with typewriter well on right from Room 2212.
 - 3) There are two seating spaces in this office not permanently occupied. These spaces should be used before any additional office space is requested.
- b) Room 2209
 - 1) Turn in one 18"x36" table. This table is not actively being used.
- c) Room 2211
 - 1) Turn in two standard typewriters that are not being used.
 - 2) Turn in one single pedestal desk being used by a clerk-steno. Replace with one secretarial desk with typewriter well on left from Room 2212.
 - 3) Close permanently the door between Rooms 2211 and 2213. Move one safe from left of corridor door to right of corridor door. Place the long side of the safe against the corridor wall with the back against the door between Rooms 2211 and 2213. This will more than provide for the extra space needed by the clerk-steno's secretarial desk.
 - 4) Turn in one 18"x36" mail table. Since the mail is handcarried directly to the secretaries in each

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- 2 -

section, an "in" box on the secretary's desk is all that is needed.

5) Turn in one typewriter stand.

d) Room 2213

1) Turn in one single pedestal desk being used by a clerk-steno. Replace with one secretarial desk with typewriter well on left from Room 2212.

2) Send one typewriter stand to Room 2212.

3) Move one safe from the right of corridor door and place next to a second safe on the outside wall of the room. Move a third safe located to the left of the corridor door so that the long side is against the corridor wall and the back against the door between Room 2211 and 2213.

e) Room 2212

1) Move one secretarial desk with typewriter well on the right to Room 2207. Turn in one double pedestal desk. Move two secretarial desks, with typewriter wells on left to Rooms 2211 and 2213. Requisition four tables 60"x36" to replace the four desks removed from this room.

2) Turn in one standard typewriter that is not being used.

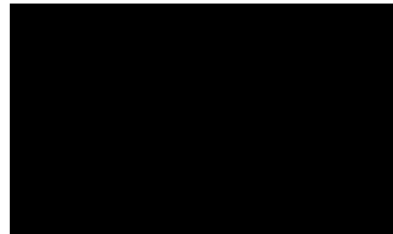
f) Room 2214

1) Switch the double pedestal desk presently being used by a secretary-steno with the secretarial desk located next to the doorway between Rooms 2212 and 2214.

2) Turn in one of two 18"x36" mail tables and eight "in" boxes. Use upright sorting rack at one 18"x36" mail table.

3) There are three seating spaces in this room which are not permanently assigned. These spaces should be used before any additional office space is requested.

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